

CIVIL AIR PATROL
Auxiliary of the United States Air Force
Iowa Wing Headquarters
P.O. Box 909
Bettendorf, IA. 52722-0909

Iowa Wing Supplement 1
CAPR 66-1
1 Feb 2002

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This supplement establishes standard aircraft maintenance procedures for all Iowa Wing Corporate Aircraft. This supplement applies to all personnel operating and/or maintaining corporate aircraft. CAPR 66-1, dated 01 February 2000, is supplemented as follows:

4. Responsibilities. Iowa Wing Headquarters shall appoint one officer within the Operations section to oversee and approve all maintenance on corporate aircraft. This officer shall be known as the Director of Maintenance (DOM). The DOM shall report to the Director of Operations (DO).
 - a. (Added) Each unit assigned a corporate aircraft shall designate an officer to serve as a point of contact on matters relating to the maintenance of their assigned aircraft. This officer shall be known as the Unit Maintenance Officer. Request for approval to perform maintenance on corporate aircraft shall be made by phone, FAX, e-mail or writing to the DOM. The unit Maintenance Officer should be prepared to provide details of the work required and estimated costs. The DOM based upon the recommendation of the Unit Maintenance Officer, shall decide choice of maintenance facilities. Once the DOM has made a decision, he/she shall inform the Wing Commander, the Wing DO, the Wing Finance Officer, and the Iowa Liaison NCO. Every effort shall be made to utilize the CAP Supply Depot for required parts. No major maintenance shall be performed without first consulting with HQ CAP-USAF/LGM, to determine if any of the required maintenance is reimbursable.
 - b. (Added) When maintenance has been performed on corporate aircraft, it shall be the responsibility of the Unit Maintenance Officer to insure that the vendor forwards the original invoice directly to Iowa Wing Headquarters. The Unit Maintenance Officer shall also insure that all maintenance is properly recorded in the aircraft logbooks.
- 8a. Aircraft Inspections. Unit Maintenance Officers shall complete a CAPF 71 (Aircraft Checklist) at each 50 hr oil change and forward a copy Wing HQ. The most recent copy shall be kept in the Aircraft Information File on board the aircraft.

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8e. The DOM shall inspect each corporate aircraft on an annual basis to insure that all appropriate FAR's and directives of CAPR 66-1 are in compliance.

14. Financial Accounting

a. The Wing Commander, upon recommendation of the Wing Finance Committee and Wing DO, determines flying hour charges. These shall be reviewed periodically by the Finance Committee and updated as necessary.

b. (1) (Added) Units shall submit payment for monthly flight time charges based on the following dry rates for all non-reimbursed missions when invoiced by Wing HQ. Units shall be billed quarterly.

<u>AIRCRAFT</u>	<u>172</u>	<u>182</u>
Dry Rate	\$16.00 per hr	\$18.00 per hr.
Wet Rate	\$45.00 per hr	\$50.00 per hr.

b. (2) (Added) Units shall establish a "wet rate" in accordance with CAPR 66-1 for members flying corporate aircraft of an amount not more than listed above.

c.(3) (Added) Glider rates shall be \$5 per flight for non-reimbursable flights. The tow charge shall be the time multiplied by the wet rate for the tow aircraft used.

15. No later than 1 February of each year, or within 14 days of a change, unit commanders shall advise the Wing Director of Operations as to the location of assigned aircraft, hangar access, special sign out procedures and compliance with CAPR 66-1, paragraph 15, and the established squadron "wet rate" or refueling responsibility. This information will then be forwarded to all units in the Wing through the wing Web site.

//////Signed////////

REX E. GLASGOW
Colonel, CAP
Commander

Supersedes: Iowa Wing supplement to CAPR 66-1 dated 1 January 2000

OPR: DO (Lt Col Smith)

Distribution: Each Unit, NCR/DO, NCLR/DO, HQ CAP-USAF/LGM, IALO.

